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DEPARTMENT OF THE NAVY

NAVAL ENERGY AND ENVIRONMENTAL SUPPORT ACTIVITY
PORT HUENEME, CALIFORNIA 93043

IN REPLY REFER TO:

112N:WSE:pm
11100/1:283B:2179A

Ser 1740

18 OCT 1983

From: Commanding Officer, Naval Energy and Environmental Support Activity
To: Commander, U.S. Naval Forces, Caribbean, Roosevelt Roads, Puerto Rico

Subj: Navy Assessment and Control of Installation Pollutants Initial
Assessment Study

Ref: (a) OPNAVINST 5090.1 of 26 May 83
(b) Marine Corps Order 6280.1 of Jan 81
(c) Navy Assessment and Control of Installation Pollutants (NACIP)
Program: Guide for Conducting an Initial Assessment Study,
NEESA 20.2-035A of Oct 82
(d) CNO ltr ser 451/391407 of 31 Mar 82

Encl: (1) Activity Support Requirements for an Initial Assessment Study

1. The Navy Assessment and Control of Installation Pollutants (NACIP) program, references (a) and (b), provides for identification, assessment, and control of environmental contamination from past storage, use, and disposal of chemicals and hazardous materials at Navy and Marine Corps activities. Details of the NACIP program are discussed in reference (c).

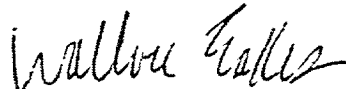
2. Under NACIP, the Naval Energy and Environmental Support Activity (NAVENENVSA), in coordination with an Engineering Field Division (EFD) of the Naval Facilities Engineering Command, conducts an Initial Assessment Study (IAS) to ascertain the potential for contamination of the environment. The Initial Assessment Study team of engineers and scientists reviews archival and activity records, interviews activity personnel, and makes an on-site inspection of the activity. If, as a result of the study, contamination is suspected, a follow-on confirmation study and corrective measures will be initiated by the cognizant EFD. If no contamination is found, no further action is required.

3. In reference (d), the Puerto Rico naval activities were designated for an Initial Assessment Study. Wallace Eakes, NAVENENVSA 112N, contract coordinator for this study, will present a command briefing to the representatives of U.S. Naval Forces Caribbean on the purpose and objectives of the NACIP program, and in particular, on the IAS. The command briefing will take about one hour and will consist of a slide presentation, followed by a question and answer period. The time following the briefing will be spent with the designated point of contact reviewing records, planning for the on-site survey, and viewing the facilities included in the survey. The command briefing has been set for the week of 14-18 November 1983. NAVENENVSA has selected an environmental consulting firm, Greenleaf-Telesca of

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Miami, Florida, under Navy Contract N62474-82-C-357 to conduct the IAS. Jerry Wallmeyer of the Atlantic Division, Naval Facilities Engineering Command will participate in the command briefing and act as the EFD point of contact. The on-site portion of the IAS has been scheduled for 16 January-3 February 1984.

4. The Commander is requested to designate a point of contact to assist the NACIP team during the study and to coordinate any follow-on work resulting from the study. Duties of the point of contact and activity support requirements for the on-site survey are outlined in enclosure (1). The point of contact should assemble materials listed in enclosure (1) and give them to the contractor during the briefing set for 14-18 November 1983. Upon receipt of this letter, it is requested that the activity point of contact telephone Wallace Eakes, NAVENENVSA 112N, at AUTOVON 360-3351, FTS 799-3351, or commercial (805) 982-3351 to confirm necessary arrangements.



WALLACE S. EAKES
By direction

Copy to:
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INITIAL ASSESSMENT STUDY--ACTIVITY SUPPORT REQUIREMENTS

A. ACTIVITY SUPPORT REQUIREMENTS

1. Provide private office space or private work room for approximately five to six personnel, with desks, chairs and a telephone.
2. Furnish reproduction facilities as needed.
3. Provide helicopter and air crew for aerial support mission.
4. Assist IAS team in obtaining the required security clearances.
5. Provide camera passes for NACIP team members.

B. ACTIVITY POINT OF CONTACT

A full-time representative will be appointed by the activity to assist the NACIP team during the Initial Assessment Study. His/her duties will include:

1. Represent the Commanding Officer for the NACIP team.
2. Assist the NACIP team in reviewing and obtaining activity records.
3. Coordinate visits of the NACIP team with activity operations.
4. Conduct ground tour of the activity and its environs.
5. Serve as the point of contact during the Confirmation Study, if a Confirmation Study is initiated.

C. MATERIALS FOR THE IAS TEAM

In order for the team to become familiar with the activity and to prepare for the on-site survey, the IAS team will collect the following information during the initial activity visit.

1. Welcome brochures and literature on activity history and past and present functions.
2. Maps (30" x 42") and photographs as follows.
 - a. General development maps of activity
 - b. Maps showing known contaminated areas and landfills/burial sites
 - c. Maps showing water distribution, surface and storm drainage, sewers, sewage treatment plants, rivers, streams, etc.
 - d. Geological and soil maps
 - e. Aerial photographs of activity, past and present

Enclosure (1)

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3. Reports relating to activity contamination, oil/chemical spills, local ground water, hydrology, water quality, radiological materials shipping, transshipping, packing, and transportation, etc.

4. Organizational charts available from various years.

5. Land management plan.

6. Environmental impact reports.

7. Names, phone numbers, building numbers of the following personnel.

(a) Environmental Coordinator

(b) Public Affairs Officer

(c) Safety Officer

(d) Public Works shops supervisors

(e) Activity Historian

(f) Game Warden

(g) Forester

8. Activity phone directory.

9. List of building numbers, showing present and past usage.